



Australian Government
Department of Immigration and Citizenship

Temporary Business (Long Stay) Visa
Independent Executive Further Application Onshore
(Subclass 457IEFAO)



Application Document Checklist

This checklist is to assist you in lodging a fully documented application at the Perth Business Skills Processing Centre.




Do not provide original documents unless requested. You should provide 'certified copies' of original documentation. Documents not in English must be accompanied by accredited English translations.





It is important that you folio and present all documents in the order outlined below. It is essential that the pages are numbered from the bottom up. Please use subdividing tabs/flags in your application wherever the flag symbol (🚩) is shown.

After completing this checklist, please attach it to the front of your application.

Forms Required For Making a Valid Application	Folio Numbers (Number folios from bottom up)
<p>A completed Form 1066.</p> <p>The form has been signed in all the relevant places and each person included in the form, who is aged 18 years or over, has signed the Australian values statement. Please complete all questions.</p> <p>See: Form 1066 <i>Application for a Temporary Business (Long Stay) visa</i></p>	
<p>Visa application charge.</p> <p>See: Business Development Visa Charges</p>	
Business Documents	
<p>a) Overview of your business activities and assets in Australia. Please provide a short summary (no more than one page) addressing:</p> <ul style="list-style-type: none"> • details of your business • size and length of your ownership interest in your business(es) in Australia • your Australian business' activities. 	
<p>b) You must provide evidence that you have been conducting your business in Australia as a principal for at least 15 months prior to application, or, if you have been a principal for less than 15 months, endorsement from your state or territory government that your business is beneficial to that state.</p> <p>If you do not provide this information, your application may not be accepted as a valid application.</p> <p>As a principal, you are expected to direct and be in charge of your business. You are not expected, however, to be the sole principal. Evidence includes:</p> <p>i) one-page organisational chart showing your position in the business, staff attribution, management reporting lines and functional responsibilities over the 15 months prior to application; and</p>	
<p>ii) summary of your management role in your business(es) for at least 15 months prior to application. You are expected to demonstrate that you have been in a position of control and authority throughout this period, making decisions that affect the overall direction and performance of the business; and</p>	
<p>iii) Australian Business Number (ABN) for your business; and</p>	
<p>iv) processed Business Activity Statements (BAS) since you became principal; and</p>	

<p>v) evidence of business ownership for 15 months prior to application:</p> <ul style="list-style-type: none"> • evidence of purchase of business (for example, contract of sale) • partnership/trust/franchise agreements (including all pages and related schedules, with evidence of stamp duty paid) • evidence of issue/purchase/transfer of shares showing date of ownership. Please include evidence from the relevant state revenue office that any stamp duty has been paid, or that the shares have been registered with the Australian Securities and Investment Commission (ASIC) • historical ASIC company extract; or 	
<p>vi) if you have been conducting your business as a principal for less than 15 months prior to application, you must provide an endorsement from a state or territory government that the business is beneficial to that state or territory in addition to the evidence of business ownership outlined above at v)</p>	
<p>c) Evidence that your business is of benefit to Australia. You must provide evidence:</p> <p>i) that your business activity contributes to:</p> <ul style="list-style-type: none"> • the creation or maintenance of employment for Australian citizens or permanent residents. Evidence should include PAYG summaries, wage books, employee contracts, workers compensation, insurance and superannuation documents, as well as evidence of residency/citizenship (for example, copy of passport, birth certificate, citizenship certificate); or • expansion of Australian trade in goods or services; or • improvement of Australian business links with international markets (for example, evidence of receipts/contracts for ongoing exports or imports); or • competitiveness within sectors of the Australian economy; and 	
<p>ii) that you have:</p> <ul style="list-style-type: none"> • introduced to, or utilises or creates in, Australian new or improved technology or business skills; or • a satisfactory record of, or demonstrated commitment towards, training Australian citizens or permanent residents in the business (for example, number of apprentices or trainees in your business, evidence of training undertaken by employees, evidence of expenditure on training, details of your business' training strategy, evidence of future training plans). 	
<p>Net Assets of You and/or Your Partner (Spouse or De Facto)</p>	
<p>A one page summary statement outlining ALL assets and liabilities <u>on a single day</u> in the three (3) months preceding your application.</p>	
<p>Evidence of ownership and value of assets (minimum \$250,000 in assets, excluding liabilities, or a lesser amount if you can demonstrate that this is adequate for the ongoing conduct of your business).</p> <p>You must include evidence of liabilities (if any) against each asset (for example mortgages, loans including unsecured and third party loans, and credit cards).</p> <p>If you wish to include assets held by a trust, you must include a copy of the trust deeds.</p>	
<p>i) For cash assets:</p> <ul style="list-style-type: none"> • bank statements or term deposit certificates. All bank statements/certificates must have the same date of issue. 	

<p>ii) For real estate assets:</p> <ul style="list-style-type: none"> evidence of ownership (title deeds) evidence of value (valuation certificate by an accredited property valuer) Note: Valuations by real estate agents who are not accredited property valuers are generally not acceptable. mortgage statements (if applicable) showing balance of amount owed. 	
<p>iii) For business net assets:</p> <ul style="list-style-type: none"> evidence of ownership at 2(b)(v). (Cross reference folios to 2(b)(v) where applicable) evidence of value: financial statements showing balance sheet, prepared by an accountant to Australian accounting standards. The statements should be signed by the accountant and directors of the business. 	
<p>iv) For personal or business loans:</p> <ul style="list-style-type: none"> loan agreements, loan statements indicating amount borrowed and repayment schedule, listed in business balance sheet (if loan to/from a business). 	
<p>v) For stocks and bonds:</p> <ul style="list-style-type: none"> share or bond registers, share/fixed interest securities/debentures certificates, transfer certificates. 	
Personal Documents	
Certified copies of passport or travel documents of all persons included in the application.	
For each dependant included in your application:	
<p>i) evidence of dependency for all dependants aged 18 or over (for example, evidence of current studies)</p>	
<p>ii) certified copies of birth certificates or the family book, showing names of both parents</p>	
<p>iii) If you or anyone included in the application is, or has been married, certified copies of the marriage certificate(s). If you are living in a de facto relationship, independent evidence that you have been in the relationship for at least 12 months (for example joint bank account statements, billing accounts in joint names).</p>	
If anyone in the application has changed his or her name (for example by marriage or deed poll), a certified copy of evidence of the name change.	
Certified copies of documents to verify custody and access arrangements for children under 18 years of age. This is not required if both parents are included in the application.	
<p>One recent passport-size photograph (45mmx35mm) of your and any other person included in the application.</p> <ul style="list-style-type: none"> These should be of the head and shoulders only against a plain background. Print the name of the person on the back of each photograph. 	
<p>If you have served in the armed forces of any country, certified copies of military service record or discharge papers.</p> <p>See: Character and Penal Clearance Requirements</p>	

<p>Form 80 must be completed for each person included in the application aged 16 years or over.</p> <p>See: Character and Penal Clearance Requirements Form 80 <i>Personal particulars for character assessment</i></p>	
<p>National Police Check for you and each member of your family unit aged 17 years or over:</p> <ul style="list-style-type: none"> • whether applying or not; and • who, in the last 10 years, has been in Australia for 12 months or more since turning 16. <p>See: Character and Penal Clearance Requirements</p>	
<p>Police clearances for you and each member of your family unit aged 17 years or over:</p> <ul style="list-style-type: none"> • whether applying or not; and • who, in the last 10 years, has been in Australia for 12 months or more since turning 16. <p>See: Character and Penal Clearance Requirements</p>	
<p>Evidence of health results undertaken by Health Services Australia (HSA):</p> <ul style="list-style-type: none"> • results of a medical examination, undertaken by you and each member of your family unit, whether applying or not, using Form 26. The examination must be for permanent entry and include an HIV/AIDS test for each person aged 15 years and older; and • results of a chest x-ray examination, undertaken by you and each member of your family unit aged 11 years and over, whether applying or not, using Form 160. <p>See: Form 26 <i>Medical examination for an Australian visa</i> Form 160 <i>Radiologist report on chest x-ray of an applicant for an Australian visa</i></p>	 1- (Start folio numbers here)